



# GPRC Moodle

Student Guide

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# GPRC Online Distance Education Courses Technical Requirements

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The minimum computer requirements for participation in online courses at GPRC are listed below:

Operating System XP, Vista, 7, or 8 (excluding RT Version), Apple OSX 10.4 or higher

Memory (RAM) 1 GB or more

Free Hard Disk Space 1 GB

Internet Connection Cable/DSL high-speed internet

Audio/Video 1024x720 screen resolution

sound card, and speakers or headset

## Recommended Minimum Browsers:

Google Chrome 11, Firefox 4, Safari 5, Internet Explorer 8.

## Moodle

Moodle, Modular Object-Oriented Dynamic Learning Environment, is an online course management system used by GPRC.

To access Moodle, visit <http://moodle.gprc.ab.ca/>

## Audio Conferencing Systems

**Blackboard Collaborate:** Blackboard collaborate is a web-based audio conferencing tool that allow for real-time discussions. Features include:

- Breakout rooms for small group discussion
- Text messaging
- Surveys and basic assessments
- Application sharing and desktop sharing
- A whiteboard with markup tools for visuals
- Recorded sessions for convenient play back

To take part in a conference, you will need a headset or speakers and a microphone. The first time that you connect, you will need to run through some set-up routines that will run automatically from the server.

To access Blackboard Collaborate, you will click on the link(s) to the meeting(s) that your facilitator has set up within your Moodle course space.

\*Java is required software for audio conferencing. To download Java, visit <http://java.com/en/>.

## Technical Support:

The GPRC Educational Technologies Centre provides support for Distance Education Students.

## **Email**

edtechrequests@gprc.ab.ca or visit your Technical Support site at <https://www.gprc.ab.ca/services/techsupport/students/>.

NOTE: Tablet devices such as iPads, Playbooks, Android devices, and Windows 8 RT devices will provide only limited access to online course materials. Some courses contain elements that require Java and/or Flash which will not display properly on tablet devices.

Moodle, or Modular Object-Oriented Dynamic Learning Environment, is an online Learning Management System (LMS) similar to WebCT and BlackBoard. Moodle allows for the design and delivery of Internet-based courses and web sites.

This document will assist you in using Moodle. If you cannot find what you're looking for or require additional support, visit the official Moodle Documentation at

[http://docs.moodle.org/27/en/About Moodle](http://docs.moodle.org/27/en/About_Moodle) or contact [edtechrequests@gprc.ab.ca](mailto:edtechrequests@gprc.ab.ca).

## Logging in to Moodle

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### Creating a GPRC Account

Log into MyGPRC and follow the steps there. **This section needs to be more detailed.**

### Logging In

A screenshot of a Moodle login form. The form is titled "LOGIN" and contains the following elements: a "Username" label above a text input field; a "Password" label above another text input field; a "Remember username" checkbox; a "Log in" button; and a "Lost password?" link in red text.

The GPRC Moodle address is <http://moodle.gprc.ab.ca>. There is also a link located on the header of the GPRC webpage, <http://www.gprc.ab.ca>.

Within the Moodle home page you will see a section in the left hand column that appears as the image below.

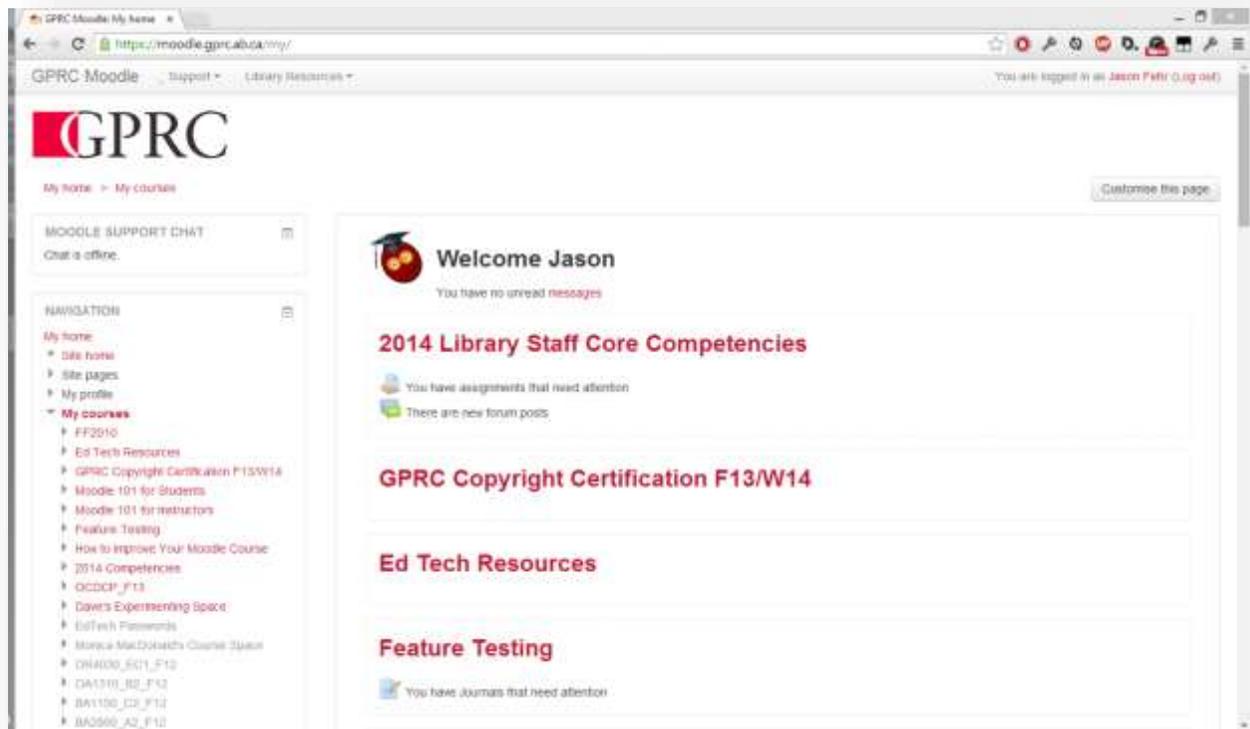
Your username and password will be the same as the GPRC username and password you setup within your MyGPRC account.

### Resetting Your Password

If you have forgotten your password the easiest way to reset it is from within your MyGPRC account page. If you are unable to login to MyGPRC as well, please contact Student Services at **1-888-539-4772**, or the GPRC Help Desk at **1-877-832-7667**

## My Home

Once you have logged in to Moodle, you will be taken to your My Home page. Available on the top menu bar are links to technical support and library resources. The side menu bars provide you with links for Navigation and Settings. The centre of the page lists all your available Moodle courses, along with the most recent course updates.



To enter a course, simply click on the course name.

# Navigating Moodle

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There are a few different ways of navigating through Moodle: clicking links, breadcrumb bar, the navigation block, and since Moodle is, at its heart, just a website, the browsers back and forward buttons.

## Using Links for Navigation

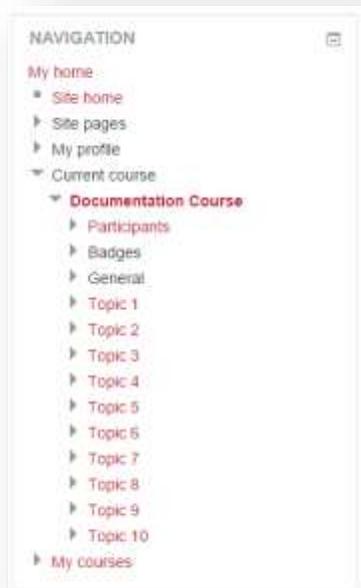
The first method of navigation is also the most intuitive, links. As you advance throughout the site you will notice that there are plenty of clickable links in colored in red text. Each of these links will bring you to another page, and most even have additional icons to help determine what type of page the link will navigate too.



As an example, each link for a quiz will have a small icon with a checkmark beside it. This visual cue makes it really easy to move naturally throughout your courses.

There is one drawback while navigating through Moodle using links and that is you will not find any links within your course to go back to a previous page, or even to the main course page. In order to navigate backwards we will need to use the Breadcrumb Bar.

## Using the Breadcrumb Bar for Navigation



Near the top of page, just under the GPRC wordmark you will notice there is a list of the pages that you have navigated through to get to your current location. As with the previous navigation method, all of the red text are clickable links.

In order to navigate back, either to the previous page you were on, or even a few pages back, you can just click on the name of the link. Clicking on the name of the course will bring you back to the main course page, and clicking on “My home” will bring you directly back to the course listings page.

## Using the Navigation Block

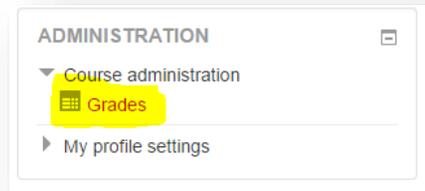
You can also navigate Moodle using the navigation block in the left hand column. Within this block you can easily jump to your My Home page, or quickly jump between topics in your current course.

# Gradebook

If your instructor uses the Moodle gradebook you will be able to access your grades using the Grades link located in the Administration block.

Your grades will be listed in a grid, with each row representing an assignment. The columns will contain the actual grade, the weighting it is worth along with any feedback the instructor may have left you.

The course total will be displayed at the bottom of the grid.



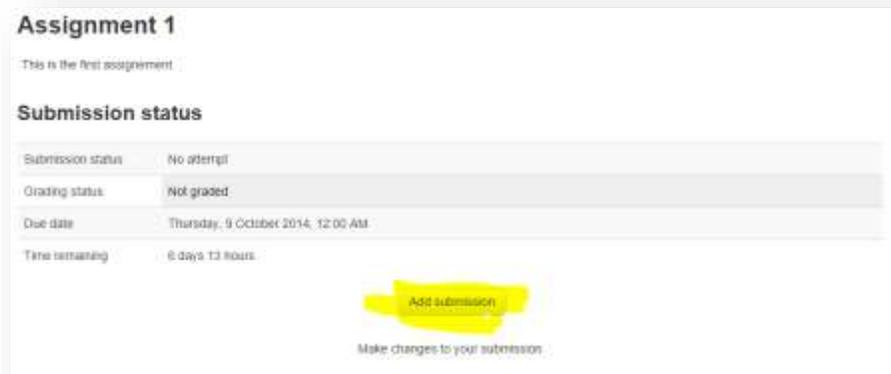
Grade item	Weight	Grade	Range	Feedback
Documentation Course				
Assignment 1	1.00	-	0-100	
Course total	-	-	0-100	

# Assignment

You instructor may require you to upload digital content for grading. For example, essays, spreadsheets, presentations, webpages, photos, video clips.

Assignments are submitted in Moodle by uploading files into an assignment drop box. Each assignment has a drop-box, which is accessed by clicking the particular assignment link off the main course page.

When you enter an assignment, you will see the instructor's description and be prompted to upload your file. To upload a file, click the Browse... button and locate the file on your computer. Click Upload this file. For instructions on uploading files please see Appendix A.



When the file has uploaded, you will see the above screen with additional information. Including the list of files they have uploaded

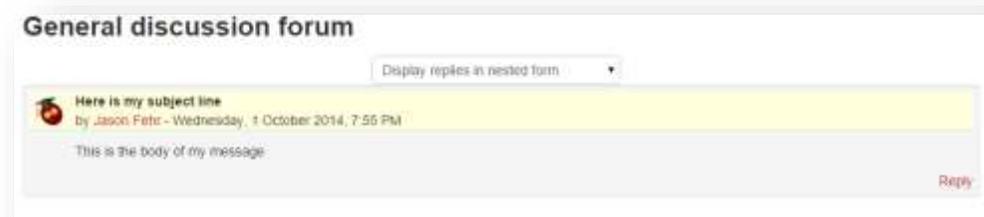
Returning to the assignment screen at any time will show you the status of the assignment, including any marks or comments from your instructor.

# Forums

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Forums are online discussion boards that allow students to participate in asynchronous communication. Often participation in a discussion forum will form part of your grade.

When you enter a discussion forum, you will see a page containing instructions provided by your instructor, followed by a button to post a new topic, followed by a listing of topics already posted by your peers.



Clicking the subject of any existing topic will take you to that discussion. In the bottom right of each posting is a link to reply

Note that the same etiquette applies to communicating online as to communicating in person. For information on the do's and don'ts of online communication, visit Netiquette.

## Quizzes

Once you enter a quiz, you will see instructions provided by your instructor, the attempts allowed, the date and time the quiz is available, and when the quiz will close. To begin the quiz, select the Attempt quiz now button. If the quiz allows for multiple attempts and you have made an attempt, the button will read Reattempt quiz. If the quiz only allows a single attempt, a window will appear asking if you wish to continue.

Once you begin the quiz, be sure to read each question carefully. You can flag questions that you wish to skip and/or later review.



Quizzes can have multiple pages. Click the Next button located directly under the last question to move to the next page. Clicking Next on the final page of the quiz will conclude the quiz. Moodle quizzes have a navigation window located on your left hand side of the page. A grey background indicates an answered question. The red corner indicates flagged questions. You can click on the numbers to jump to those questions. When you have completed the quiz, select Finish attempt.

Once you have finished the quiz, a summary page will appear. The question status box will inform you of questions answered, not



answered, and flagged. Click on a question number to jump directly to that question. Select the Submit all and finish button to conclude the quiz.

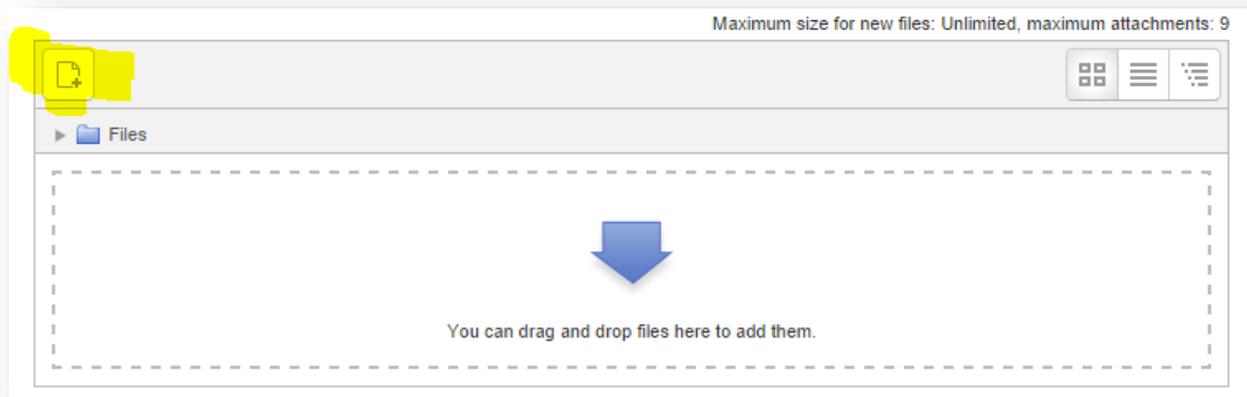
## Uploading Files

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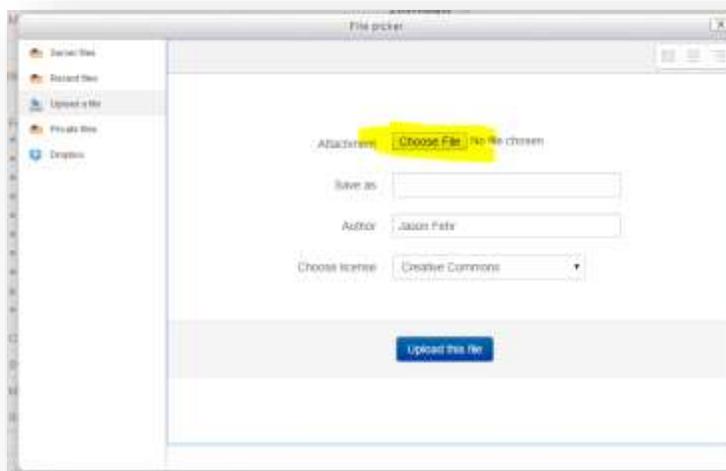
Moodle uses a common file picker throughout the application. For this reason instead of explaining it in each place it's used, it will get a single entry in here in the appendix.

There are two different ways to upload files within the file upload dialog. The first is to simply drag it from the desktop, or the file explorer into the files box.

The drag and drop feature is the easiest way. However certain browsers may not support the feature. Or there may be other issues at play. At those times we can use the upload dialog box. The first step is to click the “Add” button.

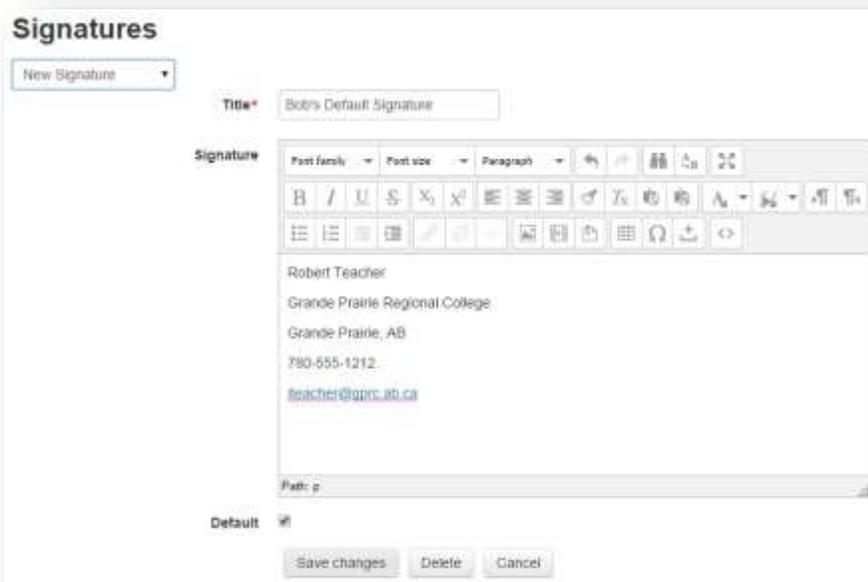


Then we need to click the choose file button.



At this point you will be looking through the documents on your computer. Select the appropriate file and click the open button. Then click the “Upload this file” button.

## Sending Email with Quickmail



### Using Quickmail

To create a signature to include in future emails:

1. Click Signatures in the Quickmail block. A Signatures page will open where you can create your signature file.
2. Put a recognizable name for your signature file in the Title box.
3. Type your signature as you prefer it into the Message box. The editing tools at the

top of the Message box will allow you to customize fonts & styles, add pictures & clickable hyperlinks, etc.

4. Click the Default checkbox if you want this signature file to be added as your default signature to all emails you send from Quickmail.

### To send an email

1. Click Compose New Email in the Quickmail block. A Quickmail page will open where you can create your message.
2. Click Compose New Email in the Quickmail block. A Quickmail page will open where you can create your message.
3. Drag any files you want to include in the email into the Attachment(s) box.
4. Fill in the Subject box.
5. Enter your message in the Message box.
6. Select a signature from the Signature gadget if desired. If you have not created and saved a signature yet then “No Signature” will appear in the gadget. You can still type in a signature in the bottom of the Message box.
7. Click the Send Email button when you are ready to send your message and/or attachments.

